

Goal Planning

Name

Goal start date

Target completion date

The goal I'd like to achieve

What I need to help me achieve my goal

Action steps to achieve my goal

1

2

3

4

How I know I will have achieved my goal

SMART Goals

Goal setting is important for anything you want to achieve. Without goals, it can be challenging to determine how to achieve your goal, especially if it's essential (i.e., college, career, relocation, etc.) To help you achieve your goal, create realistic steps to help you along the journey. SMART goals is a framework you can use to assist you in your goal-setting efforts.

SMART is an acronym that stands for **Specific, Measureable, Achievable, Relevant, and Time-bound**. Each element of this framework will help you define your goal and create precise, measurable steps to increase your chances of achieving success. SMART goals set boundaries and help you identify the necessary steps you need to take to achieve your goal.

<div>S</div> <div>Specific</div>	<ul style="list-style-type: none">• What do I want to accomplish?• Why do I want to accomplish this?• What are the requirements to accomplish this?• What are things that could hinder achieving this goal?	
<div>M</div> <div>Measureable</div>	<ul style="list-style-type: none">• How will I measure my progress?• How will I know that I have accomplished this goal?	
<div>A</div> <div>Achievable</div>	<ul style="list-style-type: none">• What steps do I need to take to accomplish this goal?	
<div>R</div> <div>Relevant</div>	<ul style="list-style-type: none">• Do I have the neccessary resources to accomplish this goal?• What makes this goal worthwhile?	
<div>T</div> <div>Time-bound</div>	<ul style="list-style-type: none">• How long will it take me to accomplish this goal?• What is my target date to accomplish this goal?	

Tracking my goal

Directions: Create a SMART goal you would like to accomplish. Use the guiding questions for each step to ensure you include the appropriate information. Make sure to check in with your progress, keeping in mind the measurable and time-bound portions of the goal.

S

Specific

- What do I want to accomplish?
- Why do I want to accomplish this?
- What are the requirements to accomplish this?
- What are things that could hinder achieving this goal?

M

Measureable

- How will I measure my progress?
- How will I know that I have accomplished this goal?

A

Achievable

- What steps do I need to take to accomplish this goal?

R

Relevant

- Do I have the necessary resources to accomplish this goal?
- What makes this goal worthwhile?

T

Time-bound

- How long will it take me to accomplish this goal?
- What is my target date to accomplish this goal?

Check in: What steps have you taken towards achieving your goal? Are you on track towards achieving your goal? What else is there for you to do?

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Goal Action Plan

Goal

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Why

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Start Date

..... / /

End Date

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What does success look like?

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Steps to take to get there

Date

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Goal achievement and reflection

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Goals

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Goals

Jan. Feb. Mar. April May June July Aug. Sept. Oct. Nov. Dec.

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Goals for 20__

Big idea or theme for the year

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Goal	Area of life
1	
2	
3	
4	
5	

Reflection, not failure

When a goal is not met, don't consider it a failure but rather an opportunity. Reflection is an opportunity to look back on what went well, what didn't, and what can be done in the future to achieve success.

Highlights

Obstacles or barriers

Thinking about the future and next steps

3-2-1 Reflection

Three takeaways

3

Two insights or surprises

2

One remaining question

1

Notes

Handwriting practice lines consisting of 25 horizontal dotted lines.